44   Specialized Safety-Industrial Contractors Risk Assessment

44.1   Specialized Safety-Industrial Risk Assessment Overview

The Specialized Safety Industrial Contractors Risk Assessment screen (Figure 44-1) is for entering the contract number and the total risk values for an industrial contractor. Each item is weighted as shown by the number in the X Weight column next to each item's name. The system uses the weight and the risk values for subsequent calculations. This function was modified and activated for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Figure 44-1 Specialized Safety Industrial Contractors Risk Assessment Screen

44.1.1   To Add or Create New Record

Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.

2. Enter the requested information, then save your work.

44.1.2   To Add Multiple New Records

Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

<div align="center">or</div>

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

44.1.3   To View or Edit Existing Record

Search
Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 44-2) appears.
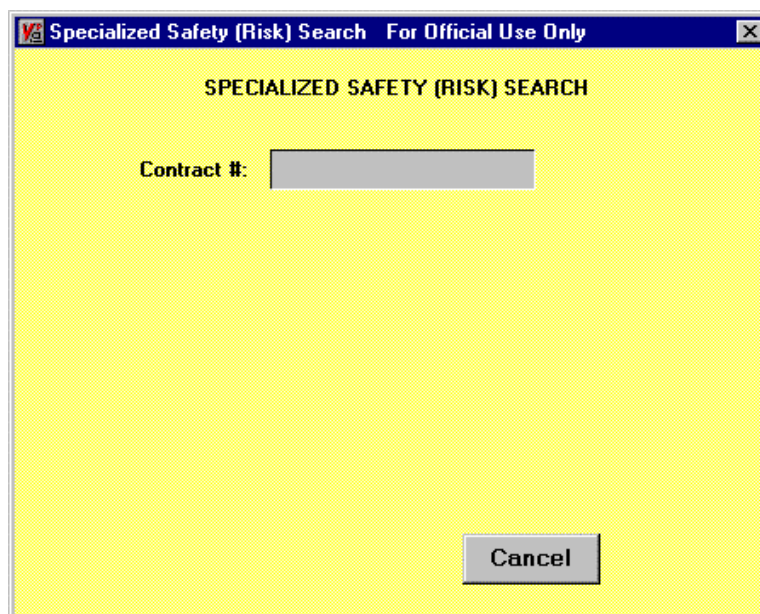
Figure 44-2 Specialized Safety-Risk Assessment Search Pop-Up Window

2. Type in the desired **Contract Number**. You must enter 13, 17 or 18 characters. Preceed Contract Numbers that have less than 13 characters with zeroes.

3. Press **Tab** or **Enter**. The application searches for matching records. Matching records are displayed on the bottom of the Search window (Figure 44-3). If more than 250 records are found, a message appears as explained in Section 10.2.3.
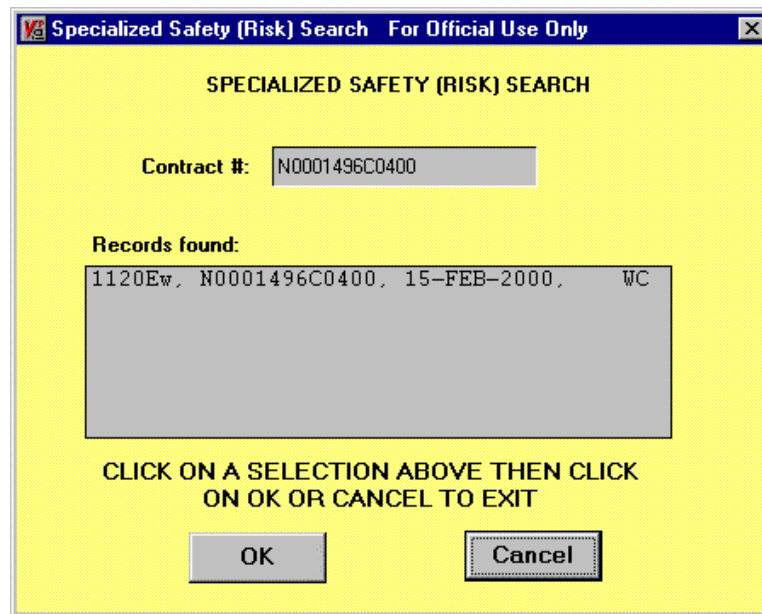

Figure 44-3 Specialized Safety-Risk Assessment Search Results Pop-Up Window

4. Select (click on) the one you want.

5. Click **OK**. Information associated with the record you selected is displayed on the Specialized Safety Industrial Contractors Risk Assessment screen (Figure 44-5).

<div align="center">or</div>

Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 44-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

Figure 44-4 No Data Found Pop-Up Message

44.2   *Specialized Safety Industrial Risk Assessment Screen 1 of 1*

When the Specialized Safety**-**Industrial Contractors Risk Assessment screen (Figure 44-5) opens, you can either insert a new record (Section 44.1.1) or search for an existing one to open (Section 44.1.3). The delete procedure is explained in Chapter 6.

Note: Calculated values are rounded to the nearest tenth.

Figure 44-5 Specialized Safety Industrial Contractors Risk Assessment Screen Fields

Note: Numbers in data boxes indicate corresponding section numbers.

44.2.1   Fields for Specialized Safety Industrial Risk Assessment Screen 1 of 1

44.2.1.1   *District*

This protected data box is for the MOCAS code (2-5 alphanumeric characters) which identifies the Defense Contract Management Command (DCMC) District. It is automatically populated based on the login.

44.2.1.2   CAO

This protected data box is for the MOCAS code (2-5 alphanumeric characters) which identifies the Contract Administration Office (CAO). It is automatically populated based on the login.

44.2.1.3   CAO Name

This protected data box is for the Contract Administration Office (CAO) name (up to 30 alphanumeric characters). It is automatically populated with the name associated with the CAO (44.2.1.2).

44.2.1.4   Date

This protected data box is for the date of assessment for existing records. It is automatically populated with the system date for new entries.

44.2.1.5   Contract

Enter the number that identifies the contract. You must enter 13, 17 or 18 characters. Preceed Contract Numbers that have less than 13 characters with zeroes. This is a required field.

After you enter the **Contract #** and press **Tab** or **Enter**, the system checks to see if the value you entered exists (is valid). Two things can happen.

- If the **Contract #** exists and is associated with your CAO Code (based on the UserId entered on the Logon screen), the cursor moves to the next field.

- If the **Contract #** does not exist (is invalid), you can still enter it (non-DoD contract for local use) as explained in Section 10.2.4.

44.2.1.6   Contractor

This protected data box is automatically populated with the contractor's name which corresponds to the **Contract #** (44.2.1.5).

44.2.1.7   Address

This protected data box is automatically populated with the contractor's address which corresponds to the **Contract #** (44.2.1.5).

44.2.1.8   Total Risk Value

Enter the Total Risk Value for each listed element. You must enter a value (1, 2 or 3) for all elements.

44.2.1.9   Weighted Values

The system generates the Weighted Values displayed here.

44.2.1.10 Total of Values

The system generates and displays this sum of Weighted Values (44.2.1.9).

44.2.1.11   Total of Weights

The system generates and displays the Total of Weights. For this screen, the Total of Weights is 13.

44.2.1.12   SubElement Weighted Risk

The system generates the value displayed here.

44.2.1.13   Total INDUSTRIAL Process Risk

Enter the overall risk assessment rating (1, 2 or 3) assigned by the evaluator. This is a required field.

44.2.1.14   Sum of INDUSTRIAL Process Risk and Subelement Weighted Risk

The system generates and displays the value displayed here.

44.2.1.15   Total Risk for INDUSTRIAL Contractor

The system generates the values displayed here.